

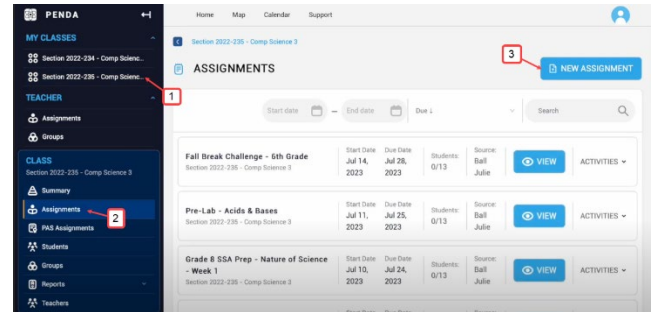


CLICK SHEET

How to Assign Activities to Individual Students



1. Under **My Classes**, click on the class period the student is in.
2. Under **Class**, click **Assignments**.
3. Click **New Assignment** and complete the Create New Assignment Wizard.



1. **Name** - Give your assignment a **Name** and set a **Set Date**, (Schedule now or select dates) click **Continue**
2. **Students** – Select the box to left of the student(s) name, click **Continue**.
3. **Activities** – Select the activity or activities to assign.

a. Search for Activities

- Use the **grade level and body of knowledge folders**, then find the correct standard in the list of activities to the right.
- Enter the **state standard in the search bar**, and all activities for that standard will appear.

b. Preview Activities

- Click the blue **Preview Activity** icon, and the activity will open for you to review screen by screen.
- Click the X in the upper right corner to close the preview window.

c. Assign the activity or activities and click **Continue**

- Click the arrow next to the activity or activities to **select the activity** for the assignment or the x arrow to **remove the activity** from Selected activities.
- **Change the order** of the activities within the assignment by dragging them using the hash marks .
- Use **Require Mastery** switch to require that students master an activity with an 80% or better before they can move on to the next activity.

4. **Confirmation** – Click **Finish** to create the assignment or use the back button to make modifications.

Search Bar

Grade level and body of knowledge

Preview activity

Select activity

Selected activities

Hash marks to arrange order of activity

Require Mastery switch

Unselect activity

LEARN MORE! Watch this self-help "How to" video: <https://vimeo.com/846290035/2fd6e85>

